



STATE OF CONNECTICUT
DEPARTMENT OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY



OFFICE OF THE COMMISSIONER
ADVISORY BULLETIN 2008-5
Issued October 1, 2008

RE: GUIDELINES FOR AGREEMENTS REGARDING CUSTODIAL
OWNERSHIP AND STORAGE OF REGIONAL ASSETS

DEMHS and its partners in each DEMHS region are working together through the Regional Emergency Planning Team (REPT) to maximize the benefits of homeland security grant funding to each municipality within the region. See Advisory Bulletin 2007-1.

Some of the spending involves the procurement of regional assets, which will be owned and housed by a municipality or municipalities on behalf of the region. In some cases, the asset(s) may be housed at a non-municipal site within the region. The purpose of this Advisory Bulletin is to explain the procedure that will be used to document the ownership and storage of these regional assets.

In order to implement this procedure, DEMHS has created four memoranda of agreement (MOA). Copies of the MOA templates will be provided through the DEMHS Regional Coordinators to the local Emergency Management Directors, the Regional Emergency Planning Teams, and the Coordinating Regional Planning Organization or City, if applicable. These templates should address most situations, but in the event that a municipality or region has a unique set of facts, please do not hesitate to contact DEMHS for assistance. The following list provides the form names and an explanation of each MOA. (Note: The abbreviation "CO" stands for Custodial Owner, and CO/H stands for Custodial Owner/Housing):

CO MOA 1: For use in DEMHS Region 1 with a municipality that has agreed to be the custodial owner of, and house, a regional asset or assets.

CO MOA 2: For use in DEMHS Region 2, with a municipality that has agreed to be the custodial owner of, and house, a regional asset or assets.

CO MOA 3: For use in DEMHS Regions 3, 4 and 5 with a municipality that has agreed to be the custodial owner of, and house, a regional asset or assets.

CO/H MOA 4: For use in DEMHS Regions 1, 2, 3, 4 or 5, with a municipality that has agreed to be the custodial owner of a regional asset(s), and a non-municipal organization that has agreed to house the regional asset(s).

In addition, each MOA should have an APPENDIX A, describing the assets covered by the agreement.

Issued by Order of the Commissioner of the Department of Emergency Management and Homeland Security:


James M. Thomas, Commissioner

October 1, 2008
Date